

OFFICE OF THE DEPUTY DIRECTOR (SUPPORT)

15545-1866

Date 27 February 1962

Acting Comptroller

Subject : **Records Disposal**

Reference :

1. The attached Records Disposal Schedule is returned with the request that the disposal dates for Agency financial records and documents be reconsidered. Although it is recognized that certain financial records must be retained for a long period of time, we would hope that disposal schedules could be developed which generally would not be more restrictive than required by the GAO.

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2. Our concern here is one of space [redacted] For your information there is attached a chart showing the net cumulative holdings at the Records Center. You will note that unless we can make some gains on disposition we will run out of space by July 1963. You are aware of the situation that developed in 1957 when we had to [redacted] enlarge the Center. The only way we can avoid a recurrence is to step up our disposition and the only way we can step up our disposition is to take advantage of every opportunity available to clear out those records that are not essential and not required to be kept by approved standards.

3. In view of this situation, we hope you will be able to come up with a more liberal schedule than the one presented. It is also requested that another look be taken at some of the items included on your schedule. For example, Agency Regulations are listed for permanent retention. If these are published Agency Regulations, we would question inclusion of them on your schedule since this office is the Office of Record for Regulations.

25 YEAR RE-REVIEW

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[redacted]
Executive Assistant to the
Deputy Director (Support)

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Attachments:

Records Disposal Schedule
Net Cumulative Holdings Chart

EA-DD/S:CEB:jrh(27 Feb 62)

Distribution:

Orig & 1 - Adm w/DDS 61-4100 & Atts
1 - DDS Chrono w/o atts
1 - DDS Subject/Att 2

31 March 1962

DD/S 61-4100 - Proposed memo to DCI fr Compt. dtd 13 Nov 61, subject: "Retention & Disposition Program for Confidential Funds Financial Documents" w/Records Disposal

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TRANSMITTAL SLIP		DATE
TO: <input type="text"/>		6/19
ROOM NO.	BUILDING	
REMARKS:		
<input type="text"/> did you ever see this? Would appreciate your comments.		
/s/RBF		
FROM:		
ROOM NO.	BUILDING	EXTENSION
FORM NO. 24 1 FEB 55		
REPLACES FORM 35-B WHICH MAY BE USED		
GPO 1957 1-49444 (47)		